

**CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Date and Time:** Tuesday, January 18 2022, 5:30PM  
**Location:** Lower Level Meeting Room, Carnegie-Schadde Memorial Public Library,  
230 4th Ave, Baraboo WI 53913  
**Members Present:** E. Blasing, J. Ellington, L. Hawthorne, F. Hartmann, A. Kujawa, B. Persche,  
L. Steffes, B. Stelling  
**Others Present:** Jessica Bergin, Pat Cannon, Carey Kipp

**I. Call to order—J. Ellington (5:32pm)**

- A. Roll call of members— E. Blasing (present), J. Ellington (present), L. Hawthorne (present),  
F. Hartmann (present), A. Kujawa (present), B. Persche (present), P. Roland (absent,  
excused),L. Steffes (present), B. Stelling (present),
- B. Note compliance with Open Meeting Law—J. Ellington
- C. Approval of the December 21, 2021 Library Board meeting minutes
  - 1. Motion to approve Minutes from December 21, 2021—F. Hartmann
  - 2. Second—L. Steffes
  - 3. Motion passes
- D. Approval of the Agenda
  - 1. Motion to approve the agenda- L. Steffes
  - 2. Second—L. Hawthorne
  - 3. Motion passes

**II. Public Hearings/Appearances – None.**

**III. Action items**

- A. Bills: J. Ellington, Examiner
  - 1. Motion to pay the bills—J. Ellington
  - 2. Second—A. Kujawa
  - 3. L. Hawthorne (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye),  
L. Steffes (aye), B. Stelling (aye), E. Blasing (aye), J. Ellington (aye)
  - 4. Motion passes

**IV. Information items**

- A. Library expansion project update
  - 1. Loan Status-P. Canon-USDA received state closing instructions. Currently waiting  
on their attorney. On our end, we're waiting on the appraisal. Casey Bradley,  
City administrator, is contacting them to find out the status on that.
  - 2. Contractor Bidding Status- P. Canon, J. Bergin- The required prebid meeting was  
held last week. Six general contractors came to the meeting, as well as a  
number of subcontractors. The general contractors included Bachman,  
FoxArneson, Joe Daniels, Holtz, Portzen, Vogel; they will be the only contractors  
able to submit bids, if they choose to. Tom Pinion (City engineer) will do some  
research on those contractors in the meantime. Bids are due February 8. Bids  
are shared with USDA on February 9. Building Committee will consider bids on  
February 10. Library board meeting affirmation will be on February 15. Project  
award affirmation by City Finance Committee and City Council will be on  
February 22. Proposed contract will be sent to USDA on February 23 with USDA  
contract comments by March 1. CDA project award on March 1. Final City  
Council award affirmation on March 8. Refer to Milestone Schedule for  
additional project dates.

3. Grant Application Status-J. Bergin-Originally awards for this Neighborhood Improvement Grant (\$6million) were to be announced at the end of December then the end of January, and now it will be in February.
- B. Financial Reports
1. Revenue and donations report – some nice donations in December
  2. General Fund Income Statement with Comparison to Budget report – not absolute final numbers for end of year 2021, but pretty close. End of year report will be presented next month. Overall, we look fine. Revenue was a little lower than expected as far as receipts over the desk (damaged/lost/printing/fax/etc). Spent out 94% of budget – probably 95-95% by time all is figured out.
  3. Building project fund report – no significant changes
  4. Trust Fund report
  5. Third Oak statement – did pretty well in 2021
- C. Staff reports
1. Adult Services and Technology Report
    - a. Adult Programs – from Nathan. Nice turn out at piano duet concert at church. Readers Anonymous book club is growing. Upcoming program on value of local farmer's in Baraboo area will be held at Civic Center on February 26.
  2. Youth Services Report – Anne gave his 2-week notice on January 3. Families want to do something special for him -planning is under way. New Year's Eve event went very well.
    - a. Program Statistics
    - b. Activity Report
  3. Director's Report
    - a. Activity Report -
      - i. Community Engagement/Outreach – see report
      - ii. Projects/Events - Working with Friends Board as per usual. Continuing to work with Abby on reorganizational plan. With departure of Anne from Youth Services, will need to decide about the structure of that position – i.e. keep it the same, combine it with another, etc. Will soon finalize staffing plan. Held prebid meeting for construction contractors last week. Starting to work on end of year report and also beginning work on annual report to state.
      - iii. Operations/Personnel - Due to local ongoing school closures, some staff are working at home to accommodate kids doing virtual school. Staff appreciation gifts from Board included-bagel breakfast in December and personalized insulated mugs for staff. Anne's departure.
      - iv. 2023 Budget – Looking ahead to 2023 City budget, it was announced at City Council that there are some issues with debt service levy. The bottom line is that the 2023 City budget will need to be reduced to make up the shortfall. Each City department is asked to make reductions in the 2023 budget. For the library in particular, this means a reduction of \$46,753. Jessica's goal is to not make staff cuts, as those are always difficult to reinstate. She is looking at options to add some revenue and make some expense cuts; possibly use part of the library's fund balance over each of the next 3 years.

Jessica will put together a general plan and bring it to the Library Finance Committee who will then draft a recommendation to bring before the full Board. City Administrator Casey Bradley asked for plans from each department by May (before the start of 2023 budget process).

D. President's Report

1. Reminder to the Personnel Committee (L. Harthorne, P. Roland) to begin the process for the Director's annual evaluation due in April.
2. Board members T. Kujawa, E. Blasing, P. Roland need to let Jessica know by the April meeting if they would like to serve another term.
3. Appreciation extended to Jennifer Fox and the Friends of the Library for the holiday wreaths and greenery.

E. Statistics – see report. Numbers are close to final numbers for 2021. Jessica will have the finals when she completes the annual report later this month

V. **Friends of the Library Meeting Minutes** – Friends of the Library are looking for a vice-president and a member at large. In addition, Sauk County Library Board is also looking for a new board member. Refer interested people to Jessica.

VI. **Correspondence - None**

VII. **Adjourn–J Ellington (6:25pm)**

- A. Motion to adjourn–T. Kujawa
- B. Second–F. Hartmann
- C. Voice vote
- D. Motion passes

Recorder: B. Persche